

FULL TIME JOB POSTING

Title	Principal Planner
Location/Employer	Delaware-Muncie Metropolitan Plan Commission (DMMPC) Muncie-Delaware County Metropolitan Planning Organization (MPO) Delaware County Building, Room 206 100 W. Main Street Muncie, Indiana
Supervisor	Marta Moody, Executive Director
Qualifications	<p>Bachelor’s degree in urban planning, transportation planning, geography, or a related field.</p> <p>Must possess demonstrated experience with research, ability to gather, organize and analyze transportation information/data (traffic counts, accidents, emissions).</p> <p>Must possess the ability to read and understand/interpret federal and state transportation planning regulations.</p> <p>Must possess a valid Driver’s License in good standing.</p> <p>Must possess the ability to conduct field work.</p> <p>Must possess effective oral/written/presentation communication skills, ability to deal effectively with the public.</p> <p>Must be skillful using computer systems such as Microsoft Office Suite (Excel, Access, Word) and other databases.</p>
Preferences	<p>Preference will be given to candidates with the following:</p> <p>Experience with ArcGIS;</p> <p>Knowledge/experience with federal transportation planning requirements and MPO responsibilities;</p> <p>Familiarity with the Indiana Department of Transportation (INDOT) and Federal Highway Administration (FHWA);</p> <p>Knowledge/experience with alternative modes of transportation and related planning applications – transit, bicycle & pedestrian facilities, complete streets.</p> <p>Knowledge/experience working with Census data.</p>
Responsibilities	<p>Preparation of the Delaware-Muncie Transportation Improvement Program (TIP) document and preparing/processing of amendments and modifications as needed. Preparation of the long-range Metropolitan Transportation Plan.</p> <p>Preparing updates as needed to the Public Participation Plan and implementation of same. Preparation of air quality conformity documents.</p> <p>Work with and assist the local public agencies (Delaware County, City of Muncie, small towns – Yorktown, Selma, Gaston, Eaton, Albany, Daleville) with transportation projects and programs.</p> <p>Work with consultants to assist with various transportation related projects.</p> <p>Preparation of mapping for urbanized area boundaries.</p>

	Other responsibilities as assigned by the Executive Director.
Salary	\$36,000-\$40,000 annual salary with benefits – Health, Vision, Dental, Life Insurance, paid holidays (14/yr.), vacation, personal and sick days, Indiana Public Employee Retirement Fund (PERF).
Weekly Hours of Operation	The office is open from 8:30 a.m. to 4:00 p.m., Monday-Friday.
Other benefits	The DMMPC will fund training, workshops, conferences, etc. to further knowledge of federal and state transportation planning activities.
Apply	<p>Application information is available at www.co.delaware.in.us under Human Resources, Application Information.</p> <p>Send or drop off completed applications to:</p> <p>Delaware County Human Resources Department 100 W. Main St., Room 300 Muncie, IN 47305 FAX: 765-284-5831</p> <p>Resumes and letters of recommendation are encouraged. Questions should be directed to Marta Moody at 765-747-7740 or mmoody@co.delaware.in.us</p>
Application Deadline	<p>Application deadline is 3:00 p.m., May 23, 2022</p> <p>The position remains open until it is filled and applicants will be notified of final decisions.</p>